

Region 8 Executive Order 13650 Workgroup

U.S. Department of Labor/OSHA • U.S. Department of Homeland Security • U.S. Environmental Protection Agency

Standard Operating Procedure: The Emergency Response Application (TERA) System Access

- **Purpose:** This SOP establishes the procedures for access to The Emergency Response Application (TERA).
- **Scope:** This SOP applies to the U.S. Environmental Protection Agency (EPA), U.S. Department of Labor Occupational Safety and Health Administration (OSHA), U.S. Department of Homeland Security (DHS) Critical Infrastructure Program, other federal agencies, the Region 8 State and Tribal members, and any other local governmental officials who wish to access TERA. TERA is a web-based application that allows users to view on a map a variety of facilities, infrastructure, geographic characteristics, and other items that may be of interest to emergency planners.
- **Prerequisites:** None.
- **Responsibilities:** The Region 8 Executive Order 13650 (EO) Workgroup is responsible for developing and implementing SOPs which will increase chemical hazard prevention and preparedness at the federal, State, tribal, and local level. This responsibility is the result of the Presidential Executive Order 13650 on Chemical Facility Safety and Security, as well as the report to the White House, developed by the National Chemical Facility Safety and Security Working Group. The report committed “each Regional Response Team (RRT) develop SOPs tailored to their respective regions,” based on the templates developed by the Region 2 Working Group.

The EPA maintains and controls access to TERA, which contains some sensitive information. State Emergency Response Commissions (SERCs), Tribal Emergency Response Commissions (TERCs), Local Emergency Planning Committees (LEPCs), and Tribal Emergency Planning Committees (TEPCs) have a responsibility to plan for emergency situations in their areas and evaluate the hazards.

- **Procedures:** The Workgroup adopts the following procedures to ensure the proper individuals have access to TERA in order to perform their Emergency Response Planning duties.

TERA is being redesigned to have two viewing options:

1. Government: Users from local, tribal, State or federal government. These users shall have access to all data layers and will include OSHA PSM data as available.
2. Private Sector: Users from industry or other private entity. These users shall have access to all data layers except Tier II facilities (all data), Risk Management Program facilities (all data) and the Facility Response Plans scanned plans (“dots” will still show on map).

Access requests shall originate with a form that shall require certain fields (such as affiliation and EPA sponsor) to gain access. EPA will provide the link to requestors and vet the users before providing access. EPA shall track users. After one year, current users will be required to renew their access by indicating that they wish to continue to use TERA.

EPA will also maintain a change review board including members from the Preparedness Unit, Response Unit, and Data Systems Unit.

6. References:

- a) Executive Order 13650: Actions to Improve Chemical Facility Safety and Security – A Shared Commitment: Report for the President, May, 2014.
- b) Executive Order 13650: Improving Chemical Facility Safety and Security, August 1, 2013
- c) Appendix A List of Chemicals to 6 CFR Part 27, November 20, 2007

Completed:

U.S. Environmental Protection Agency Region 8

U.S. Department of Homeland Security Region 8

U.S. Department of Labor/OSHA Region 8